



TOWN OF TOPSFIELD

8 West Common Street, Topsfield, Massachusetts 01983

Executive Director of the Council on Aging

GENERAL PURPOSE:

Administrative duties include marketing, public relations, program design and implementation, quality control, overall organizational management including interdepartmental relations, review and compliance with public policy, payroll, accounts receivable and payable, budgeting, grant writing, research and reports, resource development for seniors needs and community, outreach and social work practices for elders/disabled/caregivers, transportation coordinator and dispatcher, volunteer coordinator and recruiter, editor of monthly publication, supervision of 8 paid staff, 100+ volunteer staff, six service sites and congregate/Meals on Wheels program.

SUPERVISION RECEIVED:

The director answers to the COA Board of Directors and meets with them once a month. Supervision is very limited and the position requires a high degree of independence. As a department head, the director also remains in communication with the Town Administrator but is not supervised by the Administrator.

SUPERVISION EXERCISED:

Directly supervises eight paid employees including: personnel actions, budget development and control, accountability, and primarily direct supervision. Another portion of the COA's staff is volunteers. We have over 100 volunteers that the Director recruits, trains, monitors, and accounts for and are included as staff members for teaching programs, delivering meals, and working in the office.

DISTINGUISHING CHARACTERISTICS

Performs highly responsible duties requiring independent judgment and initiative in planning, organizing and directing the work of COA in compliance with Federal law, State law, Town By-laws and departmental rules and regulations. Makes frequent contact with Town departments, state agencies, the general public, and other agencies and departments. Over one third of the COA contacts are to the community, whether it be an agency or the family members of a senior. Has access to extensive confidential information concerning clients, volunteers and staff. Errors could result in legal and/or monetary repercussions, endanger public safety and property, and cause adverse public relations.

ESSENTIAL FUNCTIONS:

DETAILED STATEMENT OF DUTIES:

Coordinates all the activities of the COA to ensure the implementation of plans, policies and procedures necessary for the establishment and maintenance of services for the elderly; insures that programs and services are in accordance with town policy, legal boundaries and any contract funding service regulations both federal and state.

Attends COA Board meetings; plans meeting agenda with COA chair; prepares monthly update of routine services, suggests and recommends innovative projects; works with COA committees and other related municipal committees regarding programs and services of benefit to elderly; advises COA Board regarding the daily operation of the office/center.

Administers the daily operations of the office/center; recruits, supervises, trains and schedules staff and volunteers for the various sites that host COA-sponsored activities including church hall, Gould Barn, Little Brook Village and Washington Meadows senior housing facilities, Topsfield Fair Bee Building and other sites as needed. Locates additional sites for senior programs as appropriate to program.

Prepares department budgets, warrants, town and state annual reports; monitors budget on a monthly basis, maintains statistical data on clients.

Prepares and submits grant applications to external funding sources including federal, state and private foundations for specific program funding; administers grants received.

Provides a variety of financial, social, health and information services; solicits the assistance of other health and human service agencies as needed (e.g. Senior Care, VNA etc.), provides service to caregivers of elders, maintains related files and records of all elder statistics, assists senior citizens in filing applications for assistance programs, provides current information on legislation and government programs affecting the elderly.

Maintains a close working relationship with people involved with the COA to enable the Council to efficiently respond to the needs of the elderly.

Represents the COA on various boards, task forces, and planning groups.

Creates and supervises all publicity materials, press releases, interviews; acts as an advocate for the elderly to state and local authorities; speaks to groups regarding COA funding and activities.

Editor of the monthly publication called the "Senior Scoop" that is delivered free to all senior households in Topsfield. This senior news publication contains timely and informative health, social and educational information pertinent to elder needs. Makes frequent contacts requiring perceptiveness and persuasion with senior

citizens, health care providers, state, regional and local officials and citizen's groups serving senior citizens.

CORI Coordinator; screens all applicants, both volunteer and paid staff, to work with elders in the community; interviews and prepares a written request to the Criminal History Systems Board for information on anyone requesting direct contact with elders; judgment required as to the suitability of applicant. With an approved CORI, applicants may be referred to elders who request assistance in a variety of situations.

Outreach duties include making home visits and phone calls to identify elders in need of services; working in collaboration with public safety personnel (police and fire depts.), "gatekeepers" (doctors, VNA nurses, pharmacists, postal workers, bank personnel, neighbors etc.); also work with religious, civic and fraternal organizations to identify elders in need of COA services.

Other outreach duties may involve crisis intervention to assist elders and caregivers in immediate need of help from COA and other agencies. Assist elders to identify problem, find solutions and otherwise counsel as is appropriate to situation.

Client finding through newsletter mailings, phone calls, cards and referrals from neighbors and friends of elders.

TOOLS AND EQUIPMENT USED

Phone; personal computer including word processing, spread sheet and data base software; copy machine; postage machine; fax machine; calculator; and printer; operates kitchen appliances, automobile and handicap vehicle.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for the job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Must be able to see visually and drive motor vehicle. Office environment provides regular interruptions to assist citizens.

May spend extended periods at a computer terminal, on telephone, or operating other office machines.

Regular lifting and carrying of supplies, and files to various sites and homesteads.

MINIMUM QUALIFICATIONS:

Education and Experience: Bachelor's or Associates degree in social sciences, preferably with concentration in gerontology, and two years of administrative

experience; or any equivalent combination of education and experience, knowledge, ability and skill. Knowledge of the federal and state services and local resources available to elderly, compassion for the elderly.

1. KNOWLEDGE, SKILLS AND ABILITIES:

Prior knowledge of the senior population and the resources relative to their needs is required. Knowledge of program development, resourceful use of monies and budgeting relative to new programming is needed.

2. EDUCATION AND EXPERIENCE:

EDUCATION: Possess or in pursuit of a degree in Gerontology

EXPERIENCE: Two years experience in administration or any equivalent combination of education and experience.

3. TRAINING, LICENSES AND CERTIFICATIONS:

TRAINING: Knowledge is acquired by self-study or by cross-training on jobs of lesser degree. This factor includes being knowledgeable of every position at the COA and being able to perform those positions in the event of staff shortages.

CERTIFICATIONS: Prefer certification by Massachusetts Councils on Aging in Program Management or as Director.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Working in six different sites and transporting supplies and equipment to those sites has increased the factor surrounding our environment.

OTHER CONSIDERATIONS:

The duties outlined above are intended only as illustration of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

